

CLASSIFIED LIST OF RECORDS

OF THE

Los Angeles Public Library.

To enlighten the current belief that the entire work of a public library consists merely of the taking in and the giving out of books, the following tables have been compiled. They show the records kept in the several departments of this library, and give a fair idea of the essentials which go to make up the daily routine of the library.

ACCESSION DEPARTMENT.

Requisition Blank.

- (a) For Books. Dated and numbered blank containing list of books to be ordered by the library, with estimated price per volume and total cost; list to be approved by a majority of the Book Committee of the Board of Directors, before the order becomes valid.
- (b) For Supplies. Same as above only containing items of needed supplies, stationery, etc., and requiring approval by a majority of the Supply Committee.

Classified Accession Blank.

List of books arranged by class (history, science, fiction, etc.) and previously approved by the Book Committee; showing at a glance the relative estimated amount to be spent on each class, together with total estimated cost of entire order.

Order Blank.

Purchase list of books made for the dealer or agent, and to whom it is mailed after being duplicated in the letter book. The list is indexed by author and itemized by title, publisher, date, and also by estimated cost per volume; which last column of items is detached and retained by the library for comparison with actual cost upon receipt of the lot of books.

Order Book.

The library's permanent record of all books which it has ordered. It is made in conjunction with the order blank, books being indexed by author, and itemized by title, date of the order, from whom ordered, and date of receipt of each book; the last item being added as the various orders materialize.

Accession Book.

The library's chief record, containing a complete history of each volume on its shelves, and in which each volume is entered and numbered in the order of its acquisition by the library; the last number in the book showing the actual number of volumes in the library up to date, and the number acquired between any two dates being readily ascertained by subtracting the number opposite the earlier date from that of the later date. The items which may be ascertained from the Accession Book concerning any volume in the library, are the following:

1. Accession number.
2. Class number. (Religion, sociology, etc.)
3. Binding. (Cloth, leather, etc.)
4. No. of the vol. (In a work of two or more vols.)
5. Author.
6. Title.
7. Place of publication, and name of publisher.
8. Date of publication.
9. No. of pages.
10. Size. (Octavo, quarto, etc.)
11. Name of dealer from whom purchased.
12. Cost.
13. Remarks. (No. of maps, plates, etc., a volume may contain; additional cost of binding in the case of magazines; etc., etc.)

As reference to the accession book is made by means of a volume's accession number, any disputed or uncertain points concerning cost, valuable illustrations, etc., in the case of a borrower's losing his book, can be very quickly found and at once settled by proof positive. Also in the case of an exact duplicate of a lost or missing book being desired by the library, the accession book is invaluable. Briefly, the accession book is the reservoir of the library's information concerning each and every volume that it owns.

Donation Book.

Contains record of all books, pamphlets, reports, bulletins, magazines, etc., received by the library as gifts. Donations are indexed by name of donor, giving also date and the number of books, etc. donated. The donation book is supplementary to the accession book, and its entries form an appendix to the Librarian's Yearly Report.

Shelf List.

A brief and only inventory of the books as they stand on the library's shelves, giving each book's accession number, author, title and book number. Its chief use is as a guide in the library's annual "taking account of stock," showing exactly what books or volumes of a book are missing. The shelf list also serves as a brief subject catalog of the library's books on any special subject, each general class of books, (philosophy, travels, etc.,) comprising a separate shelf list. As subject catalogs, the shelf lists are often consulted by the public, being the only catalogs on the subject plan that the library has.

Process Undergone by a New Book Before it is Ready for Circulation.

1. Checked from the itemized invoice sent by the dealer, and the price of the volumes entered on its title page.
2. Date of its receipt by the library, stamped in the order book.
3. Classified. (A review of its contents or general character determining whether it shall be classed with botany, English history, electricity or fiction, as the case may be.)
4. Collated. (Each page looked over, leaves cut if necessary, and all imperfections noted; if the latter are of sufficient importance, the book is returned to the dealer. Each collated book is checked with the special mark of the attendant through whose hands it has passed.)
5. Entered in the accession book. (The book's accession number being written on its title page, and at the head of the first chapter. Also the date of accession is stamped at the foot of the title page.)

6. Entered in the shelf list. (Which entry determines the shelf number of the book ; its class number being given when it is classified. The class and shelf numbers together constitute the "book number.")
7. Plated, labeled and pocketed. (The "book number" is printed by hand upon the plate, label and book card. The two former are pasted on the book, and the latter is slipped into the pocket and is used in the charging of the book at the delivery desk. Seven or four day books are designated by specially printed labels.)
8. Embossed. (The library's mark of ownership is stamped on certain pages throughout the book with the embossed stamp.)
9. Cataloged. (An author, title and one or more subject cards if necessary, are typewritten for each book, and filed in the drawers of the card catalog cases in the delivery and book rooms.)
10. Piled on the "truck," wheeled to the book room, and put on the shelves.

BINDERY AND REPAIR DEPARTMENT.

Bindery Book.

Contains a record of each volume that the library has had bound or rebound. Books are indexed in it by title, giving also author, name of bindery firm to whom sent, style of binding to be used, number of the volume in case of magazines and works of two or more volumes, price, book number, date sent, and space for entry of date of return from the binder.

Preparation of Books for the Bindery.

1. Collated. (If pages are missing, the book is discarded.)
2. Bindery tags written. (Slips of paper fastened to the book and containing full information for the binder as to how the book shall be bound. When the book is returned to the library, all points of the binder's work are compared with the data given on the tags. If there are errors, the book is resent to the binder for corrections.)

Preparation of a Newly Bound or Rebound Book for Circulation.

1. Checked from invoice sent by the binder.
2. Compared with the bindery tag.
3. Date of return stamped in bindery book and on inside of back cover of the book itself.
4. Collated.
5. Accessioned. (Only however in the case of magazines, or new books not previously entered in the accession book.)
6. Plated, pocketed and book card printed.
7. Embossed. (If a newly bound magazine or book. Rebound books, etc. needing not to be accessioned, embossed or cataloged.)
8. Cataloged. (In cases similar to Numbers 5 and 7.)

Surgeon's List.

Daily record of the number of volumes repaired, mended, etc., in the work room of the library. As each day always has its quota of disabled volumes, the surgeon's list is one of the many records in constant use.

Discarded Book.

Contains a record of all books discarded. Books are indexed by author, including the date when discarded, the accession and book numbers of each book, and its title. The records of the discarded book also serve as an additional check in the taking account of stock. Discarded books are usually disposed of as donations to the jail, reform school, etc.

MAIL AND MAILING DEPARTMENT.

Periodical Order List.

Alphabetical list of periodicals subscribed for by the library. The list is typewritten on cards such as are used in the card catalog, and under each periodical are given the following items:

1. Year of the subscription.
2. From what dealer ordered.
3. Number of copies ordered.
4. Date when ordered.
5. Cost per copy.
6. Date of expiration of subscription.

The records are permanent, easily accessible, and for purposes of reference, invaluable.

Periodical Check Lists.

Two in number; one for dailies and weeklies, and the other for fortnightlies, monthlies, quarterlies, etc. In the former, the receipt of each periodical is indicated by entering the number of copies received, in the dated space corresponding to the date borne by the periodical which is being entered; the blank spaces of past dates showing the non-receipt of the issues of those dates. In the second check list the date of the periodical's receipt, together with the number of copies received, is written in the monthly space corresponding to the month of the periodical's issue. Thus in both lists the vacancies opposite past dates show the non-receipt of certain issues; notices of such non-receipt are sent to the dealer, and if the fault be his, restitution is requested.

Preparation of Periodicals for Circulation.

1. Entered in check lists.
2. Numbered. (The several copies of an issue being numbered consecutively on their covers.)
3. Stamped. (With an inked stamp bearing the library's mark of ownership. Dailies are neither numbered nor stamped.)
4. Filed. (Dailies and weeklies for the reading rooms, on newspaper forms and on sticks. Weeklies, monthlies, etc., for reading room use, on sticks, or in leather covers. Those for circulation, in leather, linen, or paper covers; plated and labeled "4 days," the labels on back numbers being changed to "7 days.")
5. Engravings, patterns, designs, colored plates, etc., accompanying certain magazines, as the illustrated weeklies, art journals, etc., are taken out and mounted on sheets of tag board, classified, plated and circulated the same as books. Teachers in the primary grades find them very useful in language work.

Mailing List.

Alphabetical list of names and addresses of those who are subscribers to the monthly Bulletin issued by the library, or of those with whom the library makes exchanges of bulletins, reports, finding lists, etc.

Letter Book.

Contains duplicate copies of all letters, communications, orders, etc., written and sent by the library.

CATALOGING DEPARTMENT.

Regular.

Constitutes the book entries which are designed to form part of the permanent catalog of the library. These entries are usually under the book's author, title, subject or subjects, and form; the latter entry refers to literary form—poetry, essays, etc. Entries are typewritten on cards and are arranged alphabetically by their headings, constituting a catalog on what is known as the "dictionary" plan, in which entries are looked for in the same way as words are hunted in a dictionary. The cards are filed in drawers, and make the "card" catalog, from which in time a printed catalog may be made. The advantage of the card catalog is that it can be kept strictly up to date, new entries being inserted as fast as ready and in their proper alphabetical places. At present the catalog of books on history, geography, travels, literature and fiction is complete and up to date.

Bulletin.

Comprises brief entries of all books acquired by the library since the printing of the Finding List. Entries are typewritten on cards and are especially designed as copy for the printer who prints the Bulletins, which constitute the Appendix to the Finding List. If no bulletins are being printed, these cards are filed in drawers for the use of the public. Up to date, eleven printed bulletins have been issued by the library.

Special.

Consists of separate catalogs of special subjects, which for purposes of more ready use, or from special public demand for them, or on account of the library's making a specialty of books on particular subjects, are at present made and kept distinct from the general catalog of the library now in progress. Among these special catalogs are those of fiction, drama, music, everything pertaining to California, and other smaller lists which are the outgrowth of the needs of teachers, pupils, clubs, etc.

REGISTRATION DEPARTMENT.

Securities.

Blanks which are filled out by borrowers, signed by their guarantors, and which after approval and signature by the librarian or some member of the Board, are stamped "Approved," dated, and filed alphabetically by borrowers' names, in monthly groups. Each month, the file of securities belonging to that month, are examined. Those falling due or expiring during the month, are segregated and notices of expiration are sent to the borrowers in whose names the securities are made out. When new securities have been presented at the library, the old ones are destroyed and the former filed in their places.

Registers.

Two; one for men, and one for women, in which a new member of the library signs his or her name with address, as recognition of, and agreement to abide by the rules and regulations of the library. After the borrower's name and address, that of his guarantor is entered by the registry clerk. Each borrower's name in the registry book is preceded by a number which corresponds to that on the card issued to him, and reference to him in this book is always made by this number, called the borrower's "card number."

Borrowers' Card Index.

Alphabetical list of borrowers' names, together with their addresses, card numbers, dates of becoming members of the library, guarantors' names and addresses, with also dates of withdrawals and renewals of membership,

changes of address, amounts and dates of unpaid fines, and any other necessary information bearing upon the borrowers' relations with the library. The borrowers' card index is in fact, a permanent and complete record of the library's members, as such. If any member has abused the privileges of the library, there is made a record which stands, and which debars that person from all future library privileges, even though many years later; this of course, provided the offence warrants so complete a suspension of privileges. But in any case, the record stands.

Guarantors' Card Index.

Alphabetical list of those persons who have acted or are acting as guarantors to library members, giving addresses and the numbers of the cards of those for whom they stand security. This index like the preceding, is kept strictly up to date, and all information necessary to the library, noted and preserved. In case of a guarantor's failure to comply with his function as such, a record will stand against his reassuming of such responsibility at a future time.

Borrowers' Number Index.

A borrowers' list arranged by card numbers, and including names and addresses. By it a record of the "live" membership of the library is kept, showing how many members are actually drawing books. The borrower's card is stamped at the charging desk with a large "93," the number of the card thus stamped being noted by the attendant; at the end of the day, all card numbers so obtained are compared with the cards of the Number Index bearing the corresponding card numbers, and these cards are stamped with the current date, showing that the persons owning such cards have drawn books on that date. All cards so stamped day by day are filed by themselves, giving at once by count, the number of the library's *active* members. This process of stamping can be taken up at intervals during a year and continued as long as wished. Unless a library's system of charging books can furnish data as to its live membership, this plan or some other is a necessity, for the number of members enrolled in the Registry Books is not by any means a correct index of the library membership. Members are constantly leaving the city who make no report of it to the library, and then also many who take out cards of membership use them a few times and then let them lie idle for months perhaps. But by this checking up process, the library can ascertain within a reasonably correct number, just what its active membership is.

LOAN DEPARTMENT, INCLUDING SCHOOLS.

Daily Circulation Record.

Daily record of the number of books circulated in each class for home, library and reference use, with daily and monthly totals for each class, and grand totals of each month's entire circulation. These records are obtained from the paper slips used in charging the books as they go out for circulation. Each day's slips are arranged in class groups (fiction, history, etc.), and then sub-arranged alphabetically in fiction and magazines, and numerically in other cases. From these reports is also made a shorter one giving only the grand total of each day's circulation, with an additional total of the month's circulation up to date.

Delinquents' Record.

Record of all overdue books, giving every detail and item of information necessary to the settling of the account with the delinquent borrower. After the account is finally settled with the borrower, all items connected with the settlement are entered up, making a complete balanced and permanent account with book and borrower.

School Records.

A classified and total record is made of the number of books circulated to each of the city schools drawing books from the library. Also a record of the number of teachers drawing books for school use, besides an account of the number of deliveries made to the schools during the year.

REFERENCE AND READING ROOMS.

A daily record of the number of visitors in these rooms is kept, as well as the number of magazines and books issued for library use. In the reference department is recorded a list of questions asked upon subjects generally important, useful, curious, or otherwise worth attention.

SUPPLY DEPARTMENT.

Stock Book.

Indexed list of all supplies, stationery, blanks, etc., bought by the library. To each item entered is affixed:

1. Quantity ordered.
2. Style, form or quality.
3. Date of purchase.
4. Price.
5. From whom purchased.

When ordering new supplies, the data in this book are invaluable, giving as they do, the exact points needed if duplicate goods are wished and showing what to avoid should previous articles have been unsatisfactory.

Form Book.

Blank book in which are pasted samples of each blank (cards, notices, letter heads, etc.), that the library has used or is using. Each blank is numbered, and the number entered with it in the stock book, so that by referring to the latter and obtaining the number of a blank, its sample may be found by turning to that number in the form book. The form and stock books are complementary to each other.

STATISTICS, REPORTS, ETC.

Book's Account.

Brief monthly epitome of the records in the accession, discarded, bindery and donation books; periodical order list; and surgeon's list, with items as follows:

1. Number of volumes in each class, acquired during the month.
2. Number of volumes discarded.
3. Number of volumes bound.
4. Number of volumes lost or missing.
5. Number of volumes, magazines, etc., donated.
6. Number of periodicals added.
7. Number of volumes mended.

Monthly Record.

Monthly epitome of the Daily Circulation Record, Books' Account, and the records of the Registration Department. Itemized as follows:

1. Books circulated. *a.* Home, with number of days library was open.
b. Reading room, with number of days library was open. *c.* Total, with



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number of days library was open. *d.* Reference room, with number of days library was open. *e.* Schools, with number of days sent to schools. *f.* Daily average circulation. *g.* Largest day. *h.* Smallest day.

2. Books added. *a.* Books. *b.* Magazines.
3. Books discarded.
4. Books lost and paid for.
5. Books mended.
6. Books rebound.
7. Notices sent.
8. Donations received.
9. Registration. *a.* Withdrawals. *b.* Renewals. *c.* New members.
d. Total.

Librarian's Monthly Report.

Made to the Board of Directors, and epitomized from the records of the Monthly Record, and the book-keeper's records.

Yearly Report of the Board of Directors and of the Librarian.

Made to the members of the City Council, and including whatever is desired or necessary from the many minor records, reports, etc., kept by the library.

Fiscal Year Report.

- An estimate of the necessary funds required for the year's expenses of maintaining the library, presented to the Council on or before the 15th July of each year.

MISCELLANEOUS RECORDS.

Book-keeping.

Book-keeper's records of all fines, dues, sundries, (Books lost and paid for, duplicates sold, etc.) and apportionments, received by the library; and records of all salaries, sundries (supplies, printing, furniture, etc.), books and periodicals paid for by the library.

Time Register.

Blank book so arranged that each attendant registers the hours that she is due at the library for duty, morning, afternoon, or evening as the cases may be. These records are kept as an index of the time department of each attendant, and influence to an extent her chances for promotion.

Schedule for Hours.

A weekly schedule indicating hours and posts of duty of each attendant.

Letter and Bill Files.

Special cases or boxes in which are filed all letters, bills, etc., received by the library; and so placed and arranged that ready reference is possible.